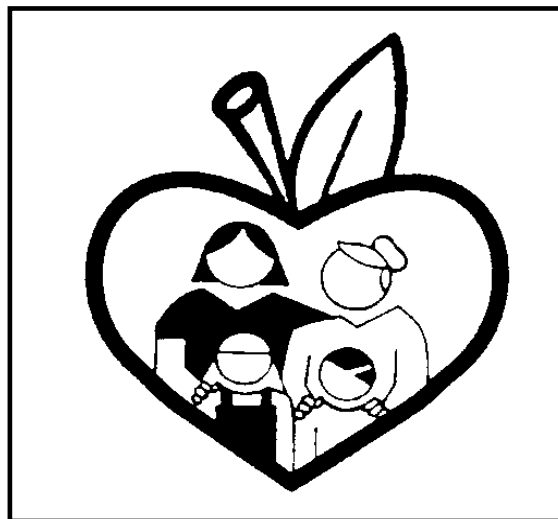


# Iowa Child and Adult Care Food Program



Workshops/Conferences  
for Center Organizations

Fiscal Year 2006

Child and Adult Care Food Program  
Bureau of Nutrition Programs and School Transportation  
Iowa Department of Education  
Grimes State Office Building  
Des Moines, Iowa 50319-0146

**WEB site:** <http://www.state.ia.us/educate/ecese/fn/>

## ***CACFP Workshop Participation***

Center organizations participating in the Child and Adult Care Food Program (CACFP) must maintain Program integrity by demonstrating capability, viability and accountability. To assist in meeting these requirements, the Bureau of Nutrition Programs and School Transportation (BNPST) offers CACFP workshops.

At least one representative from a Child Care Organization (owner if the organization is a for-profit) interested in participating in the Iowa CACFP is required to attend the **“Steps to CACFP Success”** workshop prior to starting CACFP participation or when the organization restarts CACFP participation after not participating for a time. Participation in the “Infant Feeding in CACFP” session is not required if infants are not enrolled in the center. The “Emergency Shelter” session is not required unless there is a not Homeless Program within the organization to participate in CACFP.

Attendance to the **“Steps to CACFP Success”** workshop is highly encouraged when CACFP staff responsibilities change or when there are new staff members with CACFP responsibilities.

In addition, all key staff\* with CACFP responsibilities at the center must be trained prior to Program operations and receive at least 1½ hours of CACFP related training annually thereafter. The entire **“Steps to CACFP Success”** workshop, as well as selecting combinations of sessions from that workshop, fulfills this training requirement. Other state-sponsored trainings or center-based CACFP related trainings also meet staff training requirements. All CACFP training must be documented.

Non-profit center organization Board members are encouraged to attend the **“Steps to CACFP Success”** to learn responsibilities for CACFP participation, and to provide support and assistance for center staff personnel. Board members are also responsible for continuity of CACFP operations and compliance with CACFP federal requirements when there is a change in center directors.

\* Key staff is defined in CACFP memo: CS-2005-4 and IC-2005-1 available at our web site: <http://www.state.ia.us/educate/ecese/fn/>

### ***Questions about CACFP workshops?***

Contact Janelle Loney.

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